

Professional Development hours may be completed online through Relias training courses.

All full-time Mentors are eligible for 40 Professional Development hours per year and are encouraged to use this time to enhance skills and knowledge in order to provide the best support possible.

Employees can browse over 300 courses in the Relias library!

### **Instructions for accessing Relias elective Courses**

1. Log into your Relias account: <https://advocatesincorporated.training.reliaslearning.com>
2. Browse Elective Courses. See list of Recommended Elective Courses below, you can find these by simply typing in the name of the course.
3. Once you find a course you would like to take, click "Enroll in Course"
4. Click "My Learning" at the top of the page to return to your homepage
5. You will see the course that you enrolled in available to you under "Electives"

### **Recommended Elective Courses**

- Person Centered Planning for individuals with developmental disabilities (3.25 hours)
- Choice Making for People with Intellectual and Development Disabilities (1 hour)
- Augmentative & Alternative Communication for IDD (1 hour)
- Augmentative Communication: Low and High Technology (1.5 hours)
- Basic Communication & Conflict Management skills (1.75 hours)
- Autism Overview (1.75 hours)
- People with Disabilities: Building Relationships and Community Membership (1 hour)
- Overview of the Personal Outcome Measures (3.25 hours)
- Using Personal Outcome measures in planning for people (2 hours)
- Promoting Relaxation for Individuals with IDD (1.5 hours)
- Abuse and neglect (1.5 hours)
- Identifying and Preventing Child Abuse and Neglect (1.5 hours)
- Identifying and Preventing Dependent Adult Abuse and Neglect (1 hour)
- Substance Use and People with Intellectual and Developmental Disabilities (.75 hours)
- Supporting Healthy Personal Relationships for People with IDD (1 hour)
- Supporting Everyday Lives for People with Disabilities (2.25 hours)
- Basics of Defensive Driving (.50 hours)
- Preventing Slips, Trips, and Falls (.25 hours)
- Preventing Back Injuries (.50 hours)
- Fire Safety: The Basics (.50 hours)

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